

August 3, 2009

Q: Is it acceptable to provide staff resumes and licenses when submitting the proposal?

A: Although resumes and licenses are helpful with evaluating qualifications, Attachment C must also be filled out and submitted with the proposal.

Q: Is it possible to provide a more definitive (specific) number of clients that will need services for each BPA?

A: The EMQs should be used as a guide for the vendor to determine a possible amount of clients requiring services. This is only an estimate. It should be noted that if the vendor is awarded the entire BPA, they will be required to accommodate all referrals made to that location. BPAs that are split between multiple vendors will have rotated referrals, to ensure financial equity.

Q: Define Therapeutic Community Treatment.

A: Please refer to the Statement of Work for further detailed information.

Q: Is a list available of the current rates for services provided at this time?

A: Rate Details for Fiscal Year 2009 are available for viewing on the website.

Q: Why does the BPA for collection of UA testing have a vendor transportation expense code identified?

A: After the completion of the laboratory (housed within the U.S. Probation Office), vendors may be required to transport collected urine specimens to the probation office for testing. This code allows for vendors to account for the cost of travel to and from the U.S. Probation Office.

Q: How often is urine testing to be done?

A: Please refer to the local needs section pertaining to this requirement for additional information. The U.S. Probation Office is working on a system whereby the Probation Office will randomly schedule the dates of the urine collection (and provide these dates in advance to the vendor). On the dates random urinalysis collection is scheduled, the vendor should have the ability to collect specimens from 8:00 a.m. - 8:00 p.m. (as per the local need), except for the possibility of random urinalysis collection on a weekend (no more than twice a month), during which time the vendor must collect from 10:00 a.m. - 2:30 p.m. On other weekday dates of operation, the vendor should be available to collect specimens as needed between the hours of 8:00 a.m. - 5:00 p.m.

Q: Who provides the supplies (labels, bottles and forms) to the vendor conducting the urine collection?

A: All supplies for same are provided by the U.S. Probation Office.

Q: What is a sweat patch?

A: A patch worn on the skin used to detect the presence of drugs excreted through the body. They may detect drug use up to two days prior to application and are generally worn for seven to ten days.

Q: How are the administrative fees calculated?

A: No calculation needed, they are already included into the proposal.

Q: For the mental health treatment BPAs, does the vendor have to be able to provide physical exam and lab studies?

A: Yes, the vendor has to indicate how the vendor will provide all services/project codes requested within the BPA. Thus, if 4010 or 4020 was selected as a project codes for that BPA, the vendor must be able to provide the service. The vendor can subcontract out for services (which the vendor should so indicate and make sure the subcontractor complies with all terms of the BPA) if the vendor is unable to provide the services; however, all services specifically requested in Section B must be accounted for by the vendor.

August 4, 2009

Q: Do we have to have a psychologist to perform sex offender specific evaluations?

A: According to the language set forth under project code 5012, this must be performed by a licensed/certified psychiatrist, psychologist, or masters or doctoral level practitioner who meets the standards of practice established by his/her state's regulatory board and adheres to the established ethics, standards and practices of state regulatory sex offender management boards (where applicable).

Q: Do I need to send you a letter declaring the BPA I am interested in?

A: No, you are only required to submit the appropriate BPA packet within the deadlines set forth.

Q: I am in the process of leasing the office space I will be using to operate the contract out of, but I will not have it fully operational until I know if I acquired the contract. Will that be a problem?

A: Yes. According to Section M - Evaluation Factors for Award, on-sites will be conducted for those offeror's whose proposals are determined technically acceptable based on the criteria and meet the lowest price requirement. A specific criteria evaluated indicates, "Offeror's (and any proposed subcontractor) site(s) at which services will be provided is/are located in catchment area."

Q: Has the current office space of (name of vendor intentionally omitted) been approved for use?

A: All vendors under BPA are required to adhere to the facility requirements.

Q: When submitting and RFP, do I sent you copies of the whole BPA that has been posted along with the completed attachments, or do I just send the attachments?

A: In accordance with Section L, the Request for Proposal consists of Sections A through M. Please follow the instructions set forth in Section L. Section M further specifies the evaluation criteria of proposals.

Q: Do I need to describe the testing measurements I intend to use to facilitate a sex offense specific evaluations in my narrative or is that just repeating the information of the BPA?

A: Please reference Section L regarding the narrative statement which specifically indicates the vendor should describe, service by service, how the offeror will provide each of the services requested in Section B and described in Section C, including local services, of the document.

Q: What is included in the case management services project code 2000?

A: This code is used in conjunction with a Re-Entry Court established in this district, and is intended to provide reimbursement to the vendor for time spent in weekly pre-court staffings and court proceedings (approximately 2 to 4 hours per week). A specific counselor assigned to the Re-Entry Program is preferred; however, if that person is not available, someone very familiar with the cases should be present at the pre-court staffings and court proceedings. The offenders involved in the Re-Entry Court are typically involved in a combination of group (2020) and individual (2010) substance abuse counseling. The cost of reports associated with Re-Entry Court is included in the unit price of 2010, 2020, 2030, and 2040. The unit price for case management services is based on a 30minute session.

August 6, 2009

Q: What is included in the case management services project code 2000?

A: Addition to aforementioned response: The cost of reports associated with Re-Entry Court is included in the unit price of 2010, 2020, 2030, and 2040, and is not billed under 2000.

Q: Are pre-court staffings and court proceedings held on the same day and time each week or will they vary?

A: Pre-court staffings are held prior to the court proceeding, and are generally held on the same day each week. In rare exceptions would the date fluctuate.

Q: Are there length, page layout, font type, etc. restrictions to the grant submissions?

A: No, there are no specifications regarding length, page layout, font type, etc. The proposal should cover all required information. The proposal is not for a grant. Rather, this is a Blanket Purchase Agreement entered into with the government to provide services which would exceed \$5,000.

- Q: Are all vendors required to deliver UA specimens to the U.S. Probation Office?**
A: The local need associated with 1401 requiring delivery of urinalysis specimens to the U.S. Probation Office is a requirement set forth on the following BPAs: 0865-10-03 and 0865-10-04
- Q: What is the age of those persons eligible to receive services under these BPAs?**
A: All of the BPAs are for adults, not juveniles, charged with or convicted of a federal offense.

August 7, 2009

- Q: The local service indicates the vendor shall collect urinalysis specimens between the hours of 8:00 a.m. - 8:00 p.m. on dates scheduled urinalysis collection is to occur. What does it mean about collection on other days of the week between the hours of 8:00 a.m. - 5:00 p.m.**
A: The U.S. Probation Office is working on a system whereby the Probation Office will randomly schedule the dates of the urine collection (and provide these dates in advance to the vendor). On the dates random urinalysis collection is scheduled, the vendor should have the ability to collect specimens from 8:00 a.m. - 8:00 p.m. (as per the local need). Post award, there may be some flexibility within the time frame to allow for a lunch hour; however, any modifications must be approved by the U.S. Probation Office. Because occasions may present on days other than when scheduled random urinalysis collection occurs, we local need requires the vendor to have someone available on those weekday dates who could be available to collect specimens as needed between the hours of 8:00 a.m. - 5:00 p.m.
- Q: Do we need to have a licensed psychologist identified before we submit our BPA?**
A: The vendor must demonstrate the ability to provide all project codes requested in the particular BPA at the time the RFP is submitted, and must demonstrate the vendor has the staff qualified to provide the required services. Further, the vendor should complete AND sign the Offeror's Staff Qualification Form on all staff performing services under any resultant contract and complete the appropriate certifications. If the vendor is going to subcontract for any services, the vendor must so designate on the RFP, and must complete the RFP in accordance with Section L regarding all subcontractors. As a reminder, if a vendor determines the need to subcontract services after an award, this must be submitted in writing to the U.S. Probation Office 30 days in advance, and must be formally approved or denied by the U.S. Probation Office. Additionally, the vendor is required to notify the U.S. Probation Office in writing of any staff changes and provide documentation of any required licensing, certification, experience and education requirements, or changes thereof, as well as sign the certification section in Attachment C.
- Q: With regard to the administrative fee, when bidding on this are we to use a percentage up to 5% or is this a "given" category, wherein the percentage is set?**
A: Section C indicates the vendor may charge an Administrative Fee, which is a reasonable monthly fee, to administer the collection of fees, and the fee cannot exceed 5%. The U.S. Probation will reimburse at a rate of 5% for the administrative fees, so the vendor can reflect 5% in Section B where appropriate.
- Q: Section, E.2, Clause B-5, Clauses incorporated by Reference, would you give some clarification about what these clauses are asking the bidders to describe or state? Must a description/explanation be included in the proposal to be considered technically acceptable?**
A: According to Section L.1, Sections L - Instructions, Conditions and Notices to Offerors, and M - Evaluation Criteria, Sections K, L, and M contain information and instructions and do not become part of any resultant agreement. Additionally, by submission of a signed proposal, the offeror is agreeing to comply with all **terms and conditions of this agreement.** All the clauses, including section E, are considered "terms and conditions."
- Q: Under substance abuse counseling in Section C, it states, "the vendor shall provide: (1) Treatment Readiness Group (2090)." There is no project code in Section B for Treatment Readiness Group (2090). Where do we submit pricing or how is pricing determined?**
A: In accordance with Section L-1 Instructions, Conditions, and Notice to Offerors, Section B - Submission of Prices, the vendor must provide a response to every requested service item. If a project code is not specifically identified in Section B, the service is not requested under the BPA.
- Q: (Follow-up to prior question) In Section L under Preparation of Narrative Statement 1.a. it states describe service by service each service in Section B and described in Section C.**
A: If the code was indicated in Section B (and described in Section C), then you need to describe according to Section L. Don't need to describe project codes not selected in Section B.

August 9, 2009

Q: Regarding case management services (2000) are we paid for mileage separately or should we include this in our pricing?

A: Mileage is not reimbursed for the case management services under 2000. Therefore, the vendor may want to take this into consideration for the unit pricing for 2000.

Q: In regards to the 3 recommendations-would it be a conflict of interest to request a Federal Officer for a recommendation-currently we no longer share the same caseload?

A: In Accordance with JP3 Clause 7-30 (under section I.1), the vendor shall not refer to the judiciary in letters of reference. Accordingly, please do not list a federal probation or pretrial services officer as a reference.

August 10, 2009

Q: In one of the previously asked questions regarding the need to have a psychologist identified, in your response you state "as well as sign the certification section in attachment C" as the last statement of your answer. Where is the "certification section" to be signed located on Attachment C? I guess I was looking for a signature line or something. Does this mean that we need to sign the Staff qualifications page at the bottom or somewhere?

A: Apparently the version posted to the web page was different then the master version of the BPA, which contained all the intended changes of the Administrative Office. Section C, Preparation of Staff Qualifications includes the certifications the vendor must certify regarding staff members. A version of Section L with the certification section included (Section L-12), is posted to the web site under Section L. You can use this version. However, if you already prepared your RFP and included the information required under Section C, you will not be considered technically unacceptable for failure to use the form attached to Section L-12, as amended to the web site.

Q: If we are going to subcontract services such as physical examinations, psychiatric evaluations etc. from another provider, such as a clinic, is it required on attachment C to specify the name(s) of the actual physicians, vs the name and accreditation(s) of the clinic, stating that all providers under this subcontract/agreement are credentialed according to the requirements for the service code as described?

A: It is acceptable to specify the name and accreditation of the clinic with the referenced statement.

Q: On page L-3, the instructions for preparation of the proposal state that, as part of the Narrative Statement to be prepared as part of Attachment A, the offeror is to state how it will comply with mandatory requirements of Sections E and F and to describe its billing procedures that comply with the requirements of Section G. Are these items to be included in Attachment A following the service-by-service description, or should they be addressed in Sections E, F, and G (separate from Attachment A)?

A: The Narrative Statement should describe how the offeror will provide the mandatory requirements stated in Sections C, E, F and G. Therefore, the offeror can describe all these procedures in Attachment A.